

# **TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director, 797-1020

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING AND REASSIGNING THE PAY GRADE OF THE CLASS SPECIFICATION OF ASSISTANT TOWN CLERK IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

**REPORT IN BRIEF:** The class specification of Assistant Town Clerk has been revised to include additional responsibilities which were assumed when the Administrative Services Department was divided into the Town Clerk's Office and the Human Resources Department in October 2000.

Based on the added job responsibilities, it is recommended that the pay grade for the Assistant Town Clerk be adjusted from 515 (\$36,151- \$48,446) to 524 (\$49,963 - \$66,955).

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** Yes - cost of increase for current fiscal year - \$ 1,606.00  
Account Name: Salaries

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution and Class Specification (Exhibit "A")

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, REVISING AND REASSIGNING THE PAY GRADE OF THE CLASS SPECIFICATION OF ASSISTANT TOWN CLERK IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is recommended that the class specification of Assistant Town Clerk in the Non-Represented Pay and Classification Plan be revised and reassigned; and

WHEREAS, the Town of Davie recommends adjusting the pay grade assignment of the Assistant Town Clerk in the Non-Represented Pay and Classification Plan; and

WHEREAS, the class specification for the Assistant Town Clerk has been revised and it is recommended that the pay grade be adjusted from pay grade 515 (\$36,151 - \$48,446) to pay grade 524 (\$49,963 - \$66,955); and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The class specification of the Assistant Town Clerk is hereby revised and reassigned from pay grade 515 (\$36,151 - \$48,446) to pay grade 524 (\$49,963 - \$66,955) in the Non-Represented Pay and Classification plan.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# **CLASS SPECIFICATION**

## **ASSISTANT TOWN CLERK**

### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs highly responsible managerial and administrative work organizing, supervising and coordinating the operations as assistant to the Town Clerk in his/her duties as custodian of official records and documents, and supervisor of elections. Is responsible for assisting in all proceedings of the Town Council, advisory boards and production and safekeeping of all records related to the Town, Town Council and the advisory boards, and for a variety of other duties of an administrative nature pertaining to Town operations. Employee is responsible for supervising clerical personnel. Reports to the Town Clerk.

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **ESSENTIAL JOB FUNCTIONS**

Prepares agenda packets and related materials for Town Council meetings; attends meetings of the Council, takes minutes, and prepares condensed versions of the minutes; processes all ordinances, resolutions and other actions of the Council.

Answers questions from employees or the public concerning policies, procedures or deadlines with regard to Town Council and advisory board meetings; explains the use of records or information.

Writes, edits or coordinates the preparation of budget, resolutions, ordinances, reports, general correspondence or other printed materials; researches content items for precedents, correctness of presentation and applicability, including but not limited to controlling distribution of certain documents and other confidential communications.

Reviews and approves prior to final production a variety of documents including, but not limited to, agenda and minutes of various advisory boards, ordinances and resolutions, lien requests, and payroll data to Budget and Finance, work orders and payment orders. Certifies Town documents and signs checks as necessary.

Performs various accounting duties which includes maintaining records of accounts receivable; and assigns, prepares and reviews requests for payments and purchase orders and logging necessary follow-up records.

Maintains inventory of office supplies and equipment.

Interviews applicants for employment; oversees training of new employees; evaluates employees in the Town Clerk's office.

Assists in preparation of municipal elections, hires and notifies poll workers, reserving polling places and processing information for candidates.

EXHIBIT "A"  
5/17/01

Assists and works with the Town Clerk, as computer liaison for the Division, reviews new software and suggests updates when necessary. Gathers and provides a variety of information utilizing knowledge of programs, procedures and software.

Assigns, directs and supervises activities of staff, ensuring adherence to established policies, procedures and standards; assists and advises subordinates and co-workers, as necessary, resolving problems as situations arise; completes progress reports in the evaluation of job performance of clerical staff and makes recommendations. Administers or makes recommendations for routine personnel matters affecting subordinates, preparing and submitting various reports and records as required.

Receives and investigates/screen, routes and troubleshoots incoming calls to the Town Clerk's Office regarding citizen complaints and/or pertaining to conduct of department personnel, programs, procedures, etc., Supervises the Office's public records program to ensure all complaints are addressed and resolved in a timely manner. Demonstrates a high level of customer service at all times.

Coordinates and directs preparation of special research, written plans and other relevant matters to aid in policymaking and decisions of the Town Clerk. Does independent research on assigned topics and prepares reports for the distribution. Directs operating practices of the Town Clerk's Office and determines revision of established practices and creation of new practices in order to improve work flow or simplify reporting.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes information for standard reports, selecting data from varied sources.

Interacts and communicates with departmental directors, elected officials, other commission/committee members, and employees, developers, attorneys, consultants, county personnel, other government agencies and external organizations, sales representatives, and the general public. Establishes and cultivates working relationships with governmental agencies, civic organizations, news media, public utilities, schools, etc.

Oversees maintenance of department filing system, maintains files regarding active projects for the Town Clerk's Office, updates files as necessary, archives data for budget preparation and periodically updates system. Inputs the operating budget for each fiscal year, including goals and objectives of the elected officials.

Responsible for updating and maintaining information on the Town Clerk's webpage.

Prepares and publishes legal notices.

Oversees registration of Town vehicles, owned and leased.

#### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by college level courses in law, public administration, business administration, or related subjects and 3 to 5 years of experience in performing complex office work administration, preferably in a supervisory role; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Certified Municipal Clerk status preferred.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computer, word processor, typewriter, accounting systems, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**InterpersonalCommunication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions or direction from superiors.

**Language Ability:** Requires the ability to read a variety of reports, letters and memos, budget reports, studies and finance audit reports, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, accounting documentation, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, legal, and computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**MotorCoordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**InterpersonalTemperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the principles and practices of office management. Has general knowledge of the organization and functions of municipal government. Has thorough knowledge of standard and approved practices and procedures employed in the processing, safekeeping, and utilization of official records and documents. Has considerable knowledge of municipal and state fiscal regulations, policies, and procedures. Has general knowledge of the principles of supervision, administration, and organization. Is able to use good judgment in making decisions in conformance with laws, regulations, and policies. Is skilled in organizing work flow and coordinating activities. Is able to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken. Is able to operate a variety of office machines, including popular computer-driven word processing, spreadsheet, and file maintenance programs. Is able to plan, assign, and supervise the work of subordinate employees. Is able to deal with the public with tact and courtesy. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, co-workers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the Town. Interacts effectively with fellow employees, supervisor, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

**Organizing:** Organizes work and that of subordinate staff. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.